

Job Description and Person Specification

Engineering Inspection Officer

Job Details	
Grade	7
Service	Facilities Management – Compliance and Surveying Team
Location	City Wide
Job Evaluation Code	1039534

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Under the guidance of the Compliance and Surveying Manager, ensure the Council fulfils statutory duties related to engineering inspections.

This position oversees and monitors the Council's Statutory Engineering Inspection Contract. It ensures regulated assets, including lifting equipment, pressure systems, mechanical and electrical plant, and other equipment, are inspected in line with legislation.

The role contributes to maintaining a secure and compliant estate while reducing regulatory risks for the Council.

Main Duties & Key Accountabilities

Overseeing the execution of the Council's Statutory Engineering Inspection Contract, ensuring compliance with legislative requirements such as LOLER, PUWER, PSSR, and HASWA.

Maintaining a detailed schedule of statutory inspections, primary asset stakeholders, and essential site contacts for all Council-owned and operated properties.

Reviewing inspection reports, certificates, and defect notifications, and ensure appropriate follow-up actions are taken including corrective maintenance/remedials where required.

Monitoring compliance levels across the estate and ensure that any non-compliance or overdue inspections are escalated promptly.

Producing regular compliance reports for managers, senior leadership, and audit functions.

Monitoring contractor performance, service delivery, key performance indicators, and compliance with contractual obligations while supporting procurement tasks such as contract review, tendering, and contract mobilisation.

Liaising effectively with internal teams (FM, Property Maintenance, Health & Safety, Service Departments) to uphold compliance.

Providing technical advice to building managers and service leads regarding statutory inspection requirements and responsibilities.

Demonstrating exceptional communication skills and proficiency in managing relationships with stakeholders effectively.

Ensuring precision in maintaining records and monitoring adherence to regulations.

Possessing relevant technical or compliance qualifications, such as NEBOSH, IWFM, engineering, or property-related certifications, is essential for this role.

Understanding of asset management systems and CAFM compliance modules.

Key Relationships

External:	Customers, Clients and General Public
Internal:	Colleagues, other service areas, service users and council employees

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	Detailed understanding and knowledge of relevant regulations e.g., LOLER, PUWER, PSSR and ability to interpret technical inspection reports and ensure follow-up actions.
	Good theoretical understanding and practical knowledge of Health and Safety Legislation relevant to property and facilities management, and its implementation.
Skills And Ability	Excellent communication and stakeholder management abilities with High level of verbal, written and inter-personal communication skill with a diverse range of people.
	Excellent organisational abilities and expertise in managing contracts.
	High level of accuracy in record-keeping and compliance monitoring
	Able to work on own initiative and plan projects /services over the medium term. Able to meet deadlines and targets and flexibility

	manage own workload and the demands of the organisation. Able to work effectively and co-operatively as part of a team to achieve overall team goals. Able to travel to sites across the City, when necessary. Able to physically inspect assets at CCC properties. .
Experience	Minimum of 2 years experience managing and monitoring contractors performance.
	Experience managing statutory engineering inspections and/or building compliance.
Qualification	Relevant experience in property, facilities management, or health and safety, (eg NEBOSH) obtained through formal training or equivalent practical expertise.
	Understanding of asset management systems and CAFM compliance modules.
Special Requirements	Possesses a valid full driving licence and the ability to drive. Open to attending meetings outside standard working hours. Comfortable working outdoors, covering significant distances and performing physically demanding tasks such as climbing ladders or conducting inspections.
	This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.